

Delaware Center for Justice
100 West 10th Street, Suite 905
Wilmington, DE 19801

Adult Offender Services Program

Date: December 13, 2004

**William Newsome # 257317
Delaware Correctional Center
1181 Paddock Road
Smyrna, DE 19947**

Dear Mr. Newsome:

This is to acknowledge receipt of your letter. After careful review of your letter, the following decision has been reached:

- ☐ We do not deal with the issue(s) in your letter
- ☐ We advise you to contact your institutional medical provider
- ☐ Provide additional information on the matter for follow up
- ☐ Contact your Counselor at the institution for help and guidance
- ☐ We will contact you upon further investigation and follow up
- ☐ File a grievance using the internal 4.4 Grievance Procedure
- ☐ Requested information enclosed
- ☒ **Other: After reviewing your current grievance status. I want to encourage you to await the decision of the Bureau Chief. DCJ will continue to track and monitor the grievance process.**

Thank you for your interest in our agency.

Sincerely,



Nikita Y. Robins
Case Manager, Adult Offender Services

EXHIBIT "R"